

## FINANCE COMMITTEE MINUTES

November 18, 2009

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 5:30 p.m. in the Municipal Building Study Session Room on the 18th day of November, 2009, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT: Members Dillingham, Ezzell, Quinn, and Chair Cubberley

ABSENT: None

OTHERS PRESENT: Al Atkins, Council Member  
Jim Griffith, Council Member  
Steve Lewis, City Manager  
Anthony Francisco, Finance Director  
Suzanne Krohmer, Budget Manager  
Brenda Hall, City Clerk  
Matthew Smith, Facility Maintenance Superintendent  
Linda Price, Revitalization Manager  
Wayne Stenis, Planner II

### DISCUSSION REGARDING REVIEW OF THE ONGOING FACILITIES ASSESSMENT REGARDING DEFERRED MAINTENANCE

Brenda Hall, City Clerk, made detailed presentation. She discussed projects that had been added and projects that have been completed to date.

#### Discussion of needs and conditions of facilities

- Lighting project – savings returned from OG&E
- Library electrical upgrade and HVAC – can possibly use authorized Bond funds. Check on bond authority – include in Bond issue again
- Some hot water heaters will be replaced using existing funds
- \$15.4 million in deferred maintenance needs
- \$6.7 million currently budgeted
- \$8.5 million unfunded projects (includes \$2.2 million for outdoor warning system that might be eliminated with bond)
- Total Facility Maintenance budget - \$766,108 covers salaries and benefits, outside custodial contracted services
- Approximately \$150,000 remains for regular facility maintenance
- 5% of Capital Fund budget is set aside for facility maintenance - \$570,863 in FYE 10
- Comparison of other cities' building maintenance budgets, number of employees and work performed
- December 2012 - Bonds expire and could be a possible revenue stream for maintenance of existing facilities – 20-year bond - \$4 million
- Possibilities of bonds for financing in FYE 11 budget
- Look at possible GO Bond financing as well

- Cubberley – start redirecting resources for facility maintenance
- Computer program needed – if so put into next year's budget
- 3 – 5 year plan for needs along with personnel and funding requirements/needs
- Staff will continue to update information/data

Items submitted for the record

1. Memo to City Council from Brenda Hall, City Clerk, and Matthew Smith, Facilities Maintenance Superintendent, dated November 11, 2009, Assessment of City Facilities

DISCUSSION REGARDING THE FYE 2010 REVENUE AND EXPENDITURE PROJECTIONS INCLUDING THE MONTHLY REVENUE AND EXPENDITURE REPORT

- Revenues decreasing
- Estimates for revenue are flat for next couple of years
- If decreases keep occurring, City will have to dip into reserves
- Health benefit costs are leveling off
- Prescription drug portion increasing
- Cutback management – will look at in January Finance Committee meeting
- Discuss Westwood Golf course in December Finance Committee meeting

Items submitted for the record

1. Summary of Major Funds-General; Capital; Westwood; Water; Wastewater; Sewer Maintenance; New Development Excise; Sewer Sales Tax; and Sanitation Fund Revenue Sources vs. Budget, Financial Report as of October 31, 2009

DISCUSSION REGARDING REPORT ON OPEN POSITIONS

No discussion on Open Positions report

Items submitted for the record

1. City of Norman/Human Resources Department Recruitment and Selection Report dated November 9, 2009

The meeting adjourned at 6:45 pm.

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Cindy Rosenthal, Mayor

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Brenda Hall, City Clerk